

**West Park Centre Audit Chronology**  
**Version 4**  
**Updated until 08/11/2012**

Date	Issue	Source
20/10/2003	<p><b><u>Phil Stringer and Terry Johnson visit to West Park Centre</u></b> Confirms that concerns raised in a report by the buildings manager, including 'leaks running across and near electrical points' are 'basically factual' and outlines the building hazards.</p>	<p><b>Appendix 1</b> Report of visit to the West Park centre</p>
05/11/2004	<p><b><u>Part 'Type 2' Asbestos Survey Report</u></b> Survey undertaken 25th October 2004. Survey carried out to floor voids running from the main entrance to the boiler house and main corridor facing the visitor's car park. Sample analysis confirmed the boilerhouse to be of high risk in relation to exposure to asbestos and strongly recommended no access to this area</p>	<p><b>Appendix 2</b> Part Type 2 Asbestos Survey of West Park Centre</p>
29/10/2005	<p><b><u>Certificate of Re-Occupation - Boilerhouse</u></b> Asbestos insulation removed from pipe work and area cleared as far as possible. Pass</p>	<p><b>Appendix 3</b> Certificate of Re-Occupation - Boiler House, Stage 2 of 4</p>
29/10/2005	<p><b><u>Certificate of Re-Occupation - Boilerhouse</u></b> Confirmation area is clear of debris. Noted that Boiler with asbestos to be removed at a later date</p>	<p><b>Appendix 4</b> Certificate of Re-Occupation - Boiler House, Stage 4 of 4</p>
20/12/2006	<p><b><u>Fire Safety Handbook completed</u></b> Summarises measures taken to control fire risks</p>	<p><b>Appendix 5</b> Fire Safety Health and Safety Handbook for Schools</p>
19/02/2007	<p><b><u>Zurich Municipal Periodic Inspection Reports</u></b> Education Leeds Estate Management sent a copy of the report highlighting areas of concern picked up by the inspection. Informed West Park that they are responsible for acting on the recommendations of the report.</p>	<p><b>Appendix 6</b> Letter regarding Zurich Municipal Inspection Reports from Education Leeds Estate Management to West Park Centre</p>
08/11/2007	<p><b><u>Clarification of clause 2.8 of the cycle stand agreement</u></b> Transport Strategy confirmed to Education Leeds Estate Management that clause 2.8 was merely a formality preventing the council from having any undue liability for ensuring the agreement doesn't carry on indefinitely</p>	<p><b>Appendix 7</b> Email from Mark Robinson, Transport Strategy at Leeds City Council to Karen Stirk, Estate Management, Education Leeds</p>
15/11/2007	<p><b><u>Agreement for Installation of a cycle stand</u></b> Leeds City Council resolved to fund and install cycle stands at West Park Centre or at it's discretion pay Education Leeds a financial contribution and Education Leeds be responsible for the installation</p>	<p><b>Appendix 8</b> Leeds City Council and Education Leeds Agreement under S33(4) and 63 of the Road Traffic Regulations Act 1984 and S2 of the Local Government Act relating to land at West Park Centre</p>

31/01/2008	<p><b><u>Zurich Municipal Periodic Inspection Reports</u></b> Education Leeds Estate Management sent a copy of the report highlighting areas of concern picked up by the inspection. Informed West Park that they are responsible for acting on the recommendations for the report.</p>	<p><b>Appendix 9</b> Letter regarding Zurich Municipal Inspection Reports from Education Leeds Estate Management to the Head Teacher, West Park Centre</p>
25/04/2008	<p><b><u>Asset Management Group</u></b> The group discussed working with the Council towards vacation from West Park and other sites, but in order to do so alternative accommodation had to be identified. This was the rationale for spending only on H&amp;S issues/critical maintenance in the interim.</p>	<p><b>Appendix 10</b> Asset Management Board cover sheet and Education Leeds Report on accommodation</p>
27/01/2009 - 31/01/2009	<p><b><u>Zurich Municipal Periodic Inspection Reports</u></b> Education Leeds Estate Management sent a copy of the report highlighting areas of concern picked up by the inspection. Informed West Park that they are responsible for acting on the recommendations of the report.</p>	<p><b>Appendix 11</b> Letters regarding Zurich Municipal Inspection Reports from Education Leeds Estate Management to the West Park Centre</p>
30/01/2009	<p><b><u>Speech and Report prepared by six Local Community Associations and Action Groups with regards to the future of the West Park Centre</u></b> The Local Community Associations put forward the case that the West Park Centre is too valuable a community asset to sell. Governance Officer notes this is to be considered at Executive Board in April 2009</p>	<p><b>Appendix 12</b> Education Leeds Internal Memo re: Deputation to Council - Six Local Community Associations and Action Groups with regards to the future of the West Park Centre</p>
11/02/2009	<p><b><u>West Park Centre Audit of Security</u></b> Audit report requested after a member of the public verbally assaulted a member of staff. The author of the report, Education Leeds Health and Safety Advisor, details his findings and recommendations</p>	<p><b>Appendix 13</b> West Park Centre Security Audit Report</p>
12/02/2009	<p><b><u>Zurich Municipal Periodic Inspection Reports</u></b> Education Leeds Estate Management sent a copy of the report highlighting areas of concern picked up by the inspection. Informed West Park that they are responsible for acting on the recommendations for the report.</p>	<p><b>Appendix 14</b> Letter regarding Zurich Municipal Inspection Reports from Education Leeds Estate Management to the West Park Centre</p>
01/04/2009	<p><b><u>Executive Board Response to Local Community Associations and Action Groups report on West Park</u></b> The Director of City Development submitted a report in response to the deputation to council from six local community associations and action groups. The report detailed a number of options. The Executive Board resolved that officers be instructed to undertake consultation with user groups and community organisations to best meet their needs. It also resolved that officers explore options detailed in paragraph 4.2 of the report and report back to the board in 6 months with consultations results and options appraisal.</p>	<p><b>Appendix 15</b> Executive Board Minutes, Wednesday 1st April 2009</p>

28/09/2009	<p><b><u>Asset Management Plan Property Condition Survey</u></b>  Education Leeds/Leeds City Council condition survey summarises that the overall condition of the property is rated B. The report forecasts that prioritised work to the main building within the next 5 years will cost £2,173,931. The report highlights a number of issues, including the electrical installation, fire system and emergency lighting</p>	<p><b>Appendix 16</b>  Leeds City Council and Education Leeds, Asset Management Plan Property Condition Survey - West Park Centre</p>
09/12/2009	<p><b><u>Asbestos Management Plan</u></b>  Details the location of asbestos risks in West Park Centre, recommendations by the asbestos consultant, and responsible officers agreed actions</p>	<p><b>Appendix 17</b>  Leeds City Council Asbestos Management Plan for West Park Centre</p>
17/02/2010	<p><b><u>Zurich Municipal Periodic Inspection Reports</u></b>  Education Leeds Estate Management sent a copy of the report highlighting areas of concern picked up by the inspection. Informed West Park that they are responsible for acting on the recommendations for the report.</p>	<p><b>Appendix 18</b>  Letter regarding Zurich Municipal Inspection Reports from Education Leeds Estate Management to the West Park Centre</p>
09/11/2011	<p><b><u>West Park Centre explored as an accommodation option</u></b>  Discussions with West park Centre Manager confirmed that insufficient space was available and to make it available would require moving existing tenants to alternative accommodation at a cost to the council. The challenging behaviours of Vine users presented potential health and safety risks to themselves and others. Cost of adapting the centre to meet the needs of Vine users would be high. On this basis no further appraisal was considered appropriate.</p>	<p><b>Appendix 19</b>  Information for Scrutiny Board call in request meeting on 9 Nov 2011 - Delegated Decision D38499</p>
19/06/2012	<p><b><u>Asbestos containing materials survey report</u></b>  The details in the summary are based on the Part Type 2 Survey of the boilerhouse carried out in October 2004. Information detailing work carried out is based upon a meeting taking place at West park Centre on 19/06/12. 4 stage certificate of clearance provided and waste consignment note requested. Ray Payne (?) was unaware of his duty to manage asbestos within this facility. Ray to contact asbestos section and arrange for re-inspection and asbestos management update</p>	<p><b>Appendix 20</b>  Survey Summary Sheet (of asbestos containing materials)</p>
29/05/2012 - 30/05/2012	<p><b><u>Installation of Fire Alarm Sounder and responsibilities</u></b>  Children's Services Estate Management assume the building falls under corporate management as due to variable occupant groups at site, i.e. it's not a school. Children's Services Head of Service, Strategic Development and Investment believes corporate management have taken on building management. Capacity Planning and Sufficiency Lead confirmed that maintenance budget transferred and negotiations underway to provide fire safety service</p>	<p><b>Appendix 21</b>  Initial email from Corporate Health and Safety Services to Children's Services Estate Management. Clarification provided by Head of Service, Strategic Development and Investment, Capacity Planning and Sufficiency Lead and Built Environment Lead in Children's Services</p>

08/10/2012	<p><b><u>Concerns raised over condition of electrical installation and closure</u></b>  October - Following a site visit the Electrical Projects Engineer in Corporate Property Management raised concerns about the electrical installation with the PPM Manager. The PPM manager advised that although the systems had been significantly neglected, the uncertainty surrounding the building necessitates a focus on the most urgent or high risk areas.</p>	<p><b>Appendix 22</b>  Concerns raised and discussed n emails between Corporate Property Management Colleagues</p>
15/10/2012	<p>The Electrical Projects Engineer informed the PPM Manager that the existing installation could not be fixed and required a full replacement. He added it was the worst in Corporate Property Management's portfolio to his knowledge.</p>	<p><b>Appendix 22</b>  Concerns raised and discussed n emails between Corporate Property Management Colleagues</p>
15/10/2012	<p>The PPM Manager emailed the Head of Corporate Property Management. He explained the dire situation, stated that if the installation was subject to testing 'it would undoubtedly fail' and that the main switchgear 'could actually be described as dangerous'. He added that the fire alarm system is 'seriously deficient' and the emergency lighting system presents a major hazard to occupiers. He repeats that there is no short-term solution which could 'buy some time'.</p>	<p><b>Appendix 22</b>  Concerns raised and discussed n emails between Corporate Property Management Colleagues</p>
16/10/2012	<p>Head of Corporate Property Management replies she is not surprised and mentions possible way forwards. Also asks if building can/should be closed immediately.  PPM Manager replied that in the event of an incident the council would be heavily criticized for allowing the public to enter the building despite knowing the attached unacceptable risks.</p>	<p><b>Appendix 22</b>  Concerns raised and discussed n emails between Corporate Property Management Colleagues</p>
16/10/2012	<p>Head of Corporate Property Management emails Cultural Offer Lead and suggests he plans for a move out a.s.a.p. and adds other accommodation options are being looked at. She also states options must be agreed to go as a report to AMB. Cultural Offer Lead thanks Corporate Management colleagues for support and states this will be discussed with the Children's Services Deputy Director for Learning Skills and Universal Services and the Head of Service, Young People and Skills the following day</p>	<p><b>Appendix 22</b>  Concerns raised and discussed n emails between Corporate Property Management Colleagues</p>
16/10/2012	<p>Head of Service, Young People and Skills receives and forwards email to Children's Services colleagues for discussion on how to handle the situation.</p>	<p><b>Appendix 27</b>  Concerns raised and discussed n emails between Corporate Property Management Colleagues</p>

19/10/2012 Head of Service, Young People and Skills advises Children's Services Leadership colleagues that the Corporate Property Management assessment seems to be to move as soon as possible. Asks if the balance of risk judgement is that there is no immediate closure as there is considerable community use, particularly at weekends. He adds that at this stage all existing commitments for the building are continuing

**Appendix 28**

Concerns raised and discussed in emails between Corporate Property Management Colleagues

29/10/2012 Head of Service, Young People and Skills contacts Head of Corporate Property Management seeking advice about the current position at the West Park Centre and whether immediate action should be taken due to the current risk.

**Appendix 29**

Concerns raised and discussed in emails between Corporate Property Management Colleagues

29/10/2012 Head of Corporate Property Management responds to Head of Service, Young People and Skills stating that as the poor condition of the centre has been known for some time 'you could say it should be ok for now' while other accommodation options are explored. She advised the Cultural Offer Lead to establish what would be necessary to move quickly when the opportunity arises and advised that new use of the site by the community or others should be discouraged.

**Appendix 30**

Concerns raised and discussed in emails between Corporate Property Management Colleagues

01/11/2012 **Head of Corporate Property management advises Asset Management Board that West Park Centre be closed**  
Children's Services Chief Officer, Strategy, Performance and Commissioning emailed Head of Service, Young People and Skills (with Children's Services colleagues included in email) stating that West Park was discussed at the Asset Management Board on that day and 'due to recent electrical surveys where the building was assessed as 'dangerous and high risk' due to significant electrical faults, Anne Chambers advised that the building needs to be closed and the staff and services relocated as soon as possible'. She advised that discussions about moving must speed up and suggested this is raised with Cllr Blake the following day.

**Appendix 31**

Emails between Children's Services Chief Officer, Strategy, Performance and Commissioning and Head of Service, Young People and Skills

02/11/2012	<p><b><u>Community Assets Officer produces briefing for Cllr Lewis</u></b>  Briefing and copy of Asset Management Board Report proposing relocation of services based in West Park Centre sent to Children's Services Chief Officer, Strategy, Performance and Commissioning. Briefing gave background to the centre, including a summary of a September 2009 a condition survey undertaken on the West Park Centre. This recommended £2.2m be spent on backlog maintenance, including £711k for electrical works, £192k of which was Priority 1. At the time it was recommended that a full electrical inspection and test was carried out. This test was not undertaken. The report also recommended that some of the wiring was replaced. It is understood that this work did not take place either.</p>	<p><b>Appendix 32</b>  Email chain and briefing note</p>
02/11/2012	<p><b><u>Relocation of Artforms</u></b>  A report on the relocation of Artforms is submitted to the Asset Management Board. Also, the Community Assets Officer informed Artforms colleagues that storage and office space has been identified and the matter is with Cllr Lewis awaiting response. He also notified that a removal company would be arriving to give a quote</p>	<p><b>Appendix 33</b>  Email and Report</p>
02/11/2012	<p><b><u>PFI Schools appraised for relocation of services</u></b>  Children's Services contract manager stated that Lawnswood High School is a relocation option which could be explored</p>	<p><b>Appendix 34</b>  Email chain</p>
02/11/2012	<p><b><u>Update to Children's Services</u></b>  Community Assets Officer informed Children's Services Chief Officer, Strategy, Performance and Commissioning and Head of Service, Young People and Skills that removal company would arrive at West Park for quotes the following Monday and staff could not be relocated until that had taken place</p>	<p><b>Appendix 35</b>  Email chain</p>
02/11/2012	<p><b><u>Update to Children's Services</u></b>  Children's Services Chief Officer, Strategy, Performance and Commissioning thanked Chief Asset management Officer for her support in the role of corporate landlord and updated her on ongoing relocation work and briefings  Email then shared with Children's Services colleagues for information. Head of Service, Young people and Skills provides update on ongoing relocation efforts.</p>	<p><b>Appendix 36</b>  Email chain</p>

02/11/2012	<b><u>Greg Mulholland MP aware of situation</u></b> Head of Service, Young people and Skills informs Children's Services Chief Officer, Strategy, Performance and Commissioning that Greg Mulholland MP and Cllr Illingworth are aware of the West Park situation	<b>Appendix 37</b> Email chain
03/11/2012	Chief Officer, Strategy, Performance and Commissioning informs Chief Asset Management Officer of MP awareness who responds that a colleague has spoken with the MP and a report is being prepared for the 5th.	<b>Appendix 38</b> Email chain
03/11/2012	<b><u>Relocation of Services Update</u></b> Head of Service, Young People and Skills informs Children's Services colleagues that 2 of 3 lettings are agreed to relocate to Lawnswood. He allowed one to continue at west park restricted to hall and entrance. He added that nobody had contacted them until this morning and they had people coming from all over. He took the decision as Ann Chambers had advised on the 2nd November that relocation could wait as the situation in the building was no different to previous weeks. He added that 2 caretakers are on site and he will be visiting west park and lawnswood. Sunday bookings have been cancelled and confirmed with users.	<b>Appendix 39</b> Email chain
03/11/2012	<b><u>Chief Asset Management officer response to relocation update</u></b> Chief Asset Management Officer contacted Children's Services Chief Officer, Strategy Performance and Commissioning requesting she contact Head of Service, Young People and Skills and inform him that the decision was made to close the building and alternative arrangements made for all users. She added that we need to ensure that decision is stuck to. Chief Asset Management Officer commented that she understands that the Head of Service, Young People and Skills allowed the building to be opened for a Russian event today and that this will need investigating the following week. She states that the Russians were moved to Lawnswood but appear to have been moved back and that no events can be allowed in the building.	<b>Appendix 40</b> Email chain
04/11/2012	<b><u>Children's Services Chief Officer, Strategy, Performance and Commissioning response to relocation update</u></b> Informed Head of Service, Young People and Skills that she supports the decisions he took as detailed on 3rd November. He replied that everything went well.	<b>Appendix 41</b> Email chain

04/11/2012	<p>Children's Services Chief Officer, Strategy, Performance and Commissioning response to Chief Asset Management Officer email sent on 3rd November and replied she would pick up with Head of Service, Young People and Skills. Chief Asset management Officer highlighted the publicity risk due to the Lord Mayor's attendance. She adds that she has heard that the Head of Service, Young People and Skills spoke to Lord Mayor who had been on leave and was not party to the closure decision. Chief Asset Management Officer will check up on this.</p>	<p><b>Appendix 42</b> Email chain</p>
05/11/2012	<p><b><u>Children's Services Chief Officer, Strategy, Performance and Commissioning response to relocation update</u></b> Informed Head of Service, Young People and Skills that she would speak to Chief Asset Management Officer. He replied he would advise staff re basic position and that we will relocate ASAP. He presumed will have to take on working with all the community groups to see if we can find a solution</p>	<p><b>Appendix 43</b> Email chain</p>
05/11/2012	<p><b><u>Current Position</u></b> Chief Officer Strategy, Performance and Commissioning sent out an email to colleagues summarising the current position and next steps.</p>	<p><b>Appendix 44</b> Email</p>
05/11/2012	<p><b><u>Relocation Update</u></b> Directorate Property Manager asked Community Assets Officer to confirm if the office move is to take place and when? Also needed confirmation of whether there is sufficient existing furniture on 6th West to determine what needs to move from West Park. He replied that the move needs to take place as a matter of urgency, for Artforms, Gypsy Roma Travellers and NUT, ideally with some of the Artforms staff in Merrion the next day. Directorate Property Manager requested exact numbers and further information from Head of Service, Young People and Skills</p>	<p><b>Appendix 45</b> Email chain</p>
05/11/2012	<p><b><u>Children's Services Update for Chief Officer, Strategy, performance and Commissioning</u></b> The Lead for Skills for Learning and Life attached a paper that provided information for the Call in around Vine that refers to the West Park site and also a briefing produced for Tom Riordan and Cllr Judith Blake around the proposal by the NW AIP for a University Technical College on the West Park site. If there was to be a UTC on the site it would require the current building to be demolished.</p>	<p><b>Appendix 46</b> Email chain and attached documents</p>
05/11/2012	<p><b><u>Statement issued to Yorkshire Evening Post</u></b> Shared with Children's Services Chief Officer, Strategy, performance and commissioning</p>	<p><b>Appendix 47</b> Email Sent from Press Officer to Chief Officer, Strategy, Performance and Commissioning</p>

05/11/2012	<p><b><u>Relocation Update</u></b>          Directorate Property Manager informed Community Assets Officer that ArtForms, GRT and NUT will all be moving into Merrion 6th Floor West with the removal company moving the furniture and computers tomorrow. Two smaller teams have joined Children's staff at Adam's Court and Sweet Street with who they have synergies.</p>	<p><b>Appendix 48</b>          Email chain</p>
12/10/2012 - 05/11/2012	<p><b><u>UTC Proposal discussions</u></b>          Discussions were underway to look at the UTC proposals. Following the West Park closure Greg Mulholland MP stated his view that in light of the developments with regard to the West Park Centre, it is his firm belief that Leeds must put in a bid in this round, by the 14th November. Children's Services Deputy Director, Learning, Skills and Universal Services confirmed he would discuss issues arising from the proposal and the closure with the Director of Children's Services the next morning</p>	<p><b>Appendix 49</b>          Email chain</p>
05/11/2012	<p><b><u>Chief Asset Management officer response to current position email sent on 5th November</u></b>          She understands the electrical testing will start on the 6th and that will tell us whether or not we were right to close. She adds that 'info I have seen today tells me it was right to close it for testing but it's not as detailed as I would have liked.'          She states that lots of Freedom of Information requests for the report upon which the decision were made and Cllr Illingworth wants to visit to see for himself.</p>	<p><b>Appendix 50</b>          Email chain</p>
02/11/2012 - 06/11/2012	<p><b><u>Director of Children's Services requests update and clarity of corporate landlord responsibility</u></b>          Tom Riordan wanted to know who made the decision to allow the Russian Festival to go ahead following closure fo the building. The Chief Asset management Officer offers her summary of the events of the weekend.</p>	<p><b>Appendix 51</b>          Email chain</p>
06/11/2012	<p><b><u>Greg Mulholland MP letter to Cllr Wakefield and Chief Executive</u></b>          Greg Mulholland MP sent a letter outlining his concerns around the closure (and subsequent event) of the West Park Centre and his keenness to submit the UTC proposal for the site. The Children's Services Deputy Director, Learning, Skills and Universal Services began discussions to look at the feasibility of putting a proposal together within the timeframe</p>	<p><b>Appendix 52</b>          Greg Mulholland MP letter to Tom Riordan and associated email chain</p>

06/11/2012	<p><b><u>Liberal Democrat Group Press Release - £10 million Investment Concern</u></b>  Cllr Bentley and Liberal Democrat Group send press release to David Marsh at the Yorkshire Post suggesting a £10 million investment is at risk due to the closure of the West Park Centre. David Marsh responds with further questions. Neil Charlesworth, Community Assets Officer, receives David Marsh questions. He has no knowledge of the claims in the press release and queries whether Children's Services colleagues have talked to somebody</p>	<p><b>Appendix 53</b>  Liberal Democrat Press Release, correspondence with the Yorkshire Post and subsequent request from Leeds City Council Colleagues</p>
06/11/2012	<p><b><u>Chief Executive agreement with reasoning for closure</u></b>  Chief Asset Management Officer sent Chief Executive reasoning for building closure and electrical testing. Chief Executive agreed with closure in light of full details and requested details of any further buildings owned by Leeds City Council which have similar concerns</p>	<p><b>Appendix 54</b>  Email chain</p>
06/11/2012	<p>Children's Services Colleagues coordinate response to Chief Executive/Community Assets Officer request for user list and alternative locations</p>	<p><b>Appendix 54</b>  Email chain</p>
06/11/2012	<p><b><u>Relocation Update</u></b>  Head of Service, Young People and Skills informs council colleagues that the move is currently underway to Merrion and now involves all the teams at West Park</p>	<p><b>Appendix 56</b>  Email chain</p>
06/11/2012	<p><b><u>Cllr Illingworth and Freedom of Information Requests</u></b>  Cllr Illingworth contacted members to request and emergency Inner North East Area Committee meeting to discuss West Park. He also questions why the electricians report had not been shared. Submitted by a Mr Stuart long</p>	<p><b>Appendix 57</b>  Email Chain</p>

06/11/2012	<p><b><u>Summary of session with Leaders Children's Service Chief Officer, Strategy, Performance and Commissioning shared key points for the briefing with leaders.</u></b></p> <ul style="list-style-type: none"> <li>• The decision taken by asset management to close the west park centre on the grounds of health and safety was supported by children's services. It was disappointing that there was not a strong response led by asset management on the closure of the building.</li> <li>• The decision taken by a children's services officer over the weekend to continue with one of the bookings at the centre at the weekend was taken weighing up the options and risks and in the absence of any other alternatives</li> <li>• West Park was managed by education Leeds before transferring into children services. West Park was transferred to asset management along with its maintenance budget in April 2012</li> <li>• There is significant backlog maintenance at West Park of about £2.2m. It has been poorly managed as an asset for a long time. This has been known about for a long time</li> <li>• There is a basic need pressure in the area for both primary and secondary places. Children's services very much in favour of use of the site to include educational provision</li> <li>• Urgent need to get corporate and political agreement on the future of West Park</li> </ul>	<p><b>Appendix 58</b> Email from Children's Service Chief Officer, Strategy, Performance and Commissioning to Director of Children's Services</p>
06/11/2012	<p><b><u>Greg Mulholland MP Press Release - West Park Centre and University Technical College</u></b> Greg Mulholland MP press release calls on Leeds City Council to immediately submit a bid for a University Technical College on the West Park Centre site. Press release sent to David Walk at the Yorkshire Post. Mr Walsh responds with a query which is eventually received by the Community Assets Officer</p>	<p><b>Appendix 59</b> Greg Mulholland MP Press Release, correspondence with the Yorkshire Post and subsequent request from Leeds City Council Colleagues</p>
06/11/2012	<p><b><u>Response to Greg Mulholland MP Press Release</u></b> Director of Children's Services and Cllr Judith Blake discuss the response to the press release and a meeting to discuss this with Chief Executive the following day</p>	<p><b>Appendix 60</b> Email chain</p>
06/11/2012	<p><b><u>Proposal to establish a University Technical College in North West Leeds briefing</u></b> The briefing outlines the background to the UTC proposal, requirements for an application and concludes that producing an application by 16th November is not feasible</p>	<p><b>Appendix 61</b> Briefing for Tom Riordan and Cllr Judith Blake</p>

06/11/2012 - 07/11/2012	<b><u>Cllr Lamb Enquiry</u></b> Cllr Lamb made a request for a number of pieces of information regarding West Park Centre, specifically costs prior to and post-closure. Chief Officer, Strategy, Performance and Commissioning assigned colleagues to draft a response	<b>Appendix 62</b> Email chain
07/11/2012	<b><u>Concerns raised by a member of the Phoenix Concert Band</u></b> Expressed concerns regarding the closure and the event taking place following the closure of the West Park Centre and lends her support to its invaluable space for local communities	<b>Appendix 63</b> Email Chain
07/11/2012	<b><u>Cllr Blake UTC Comments</u></b> Cllr Blake releases her comments on a UTC bid	<b>Appendix 64</b> Email - Dee Reid to Cllr Blake and CSLT members
07/11/2012	<b><u>Meeting requested to address Cllr lamb questions</u></b>	<b>Appendix 65</b> Email chain
07/11/2012	<b><u>West Park Closure Notification</u></b> Children's Services staff receive notification of West Park closure and details of locations of services previously based at the site	<b>Appendix 66</b> Email notification sent to all DCS staff
08/11/2012	<b><u>Current Position</u></b> Head of Service, Young People and Skills shares thanks and thoughts for next steps with Chief Officer, Strategy, performance and Commissioning	<b>Appendix 67</b> Email from Head of Service, Young People and Skills to Chief Officer, Strategy, performance and Commissioning
08/11/2012	<b><u>Confirmation of Budget Transfer to Corporate Property Management</u></b> The Children's Services Head of Finance confirmed that the repair budget transferred to CPM and as a traded service we asked CPM to recharge the cost to West Park so that it was reflected in the cost of the service. All other costs and income remain on the premises account	<b>Appendix 68</b> Email chain